

## Message Text

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70

ORIGIN SS-15

INFO OCT-01 EA-06 ISO-00 SY-04 SSO-00 NSC-05 NSCE-00

USSS-00 CCO-00 OPR-01 A-01 /033 R

DRAFTED BY S/S-EX:KDJENKINS:JFP

APPROVED BY S/S-EX:JBMORAN

S:LPBREMER

EA/EX:EJCOLANTONIO

S/S-S:SWWORREL

S/S:JPMOFFAT

----- 126793

O 152259Z NOV 74

FM SECSTATE WASHDC

TO AMEMBASSY TOKYO IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP

SUBJECT: SECVISIT TOKYO

1. SPECIAL AIRCRAFT NO. 86970 WHICH WILL TAKE SECRETARY KISSINGER TO PEKING NOVEMBER 25 ARRIVING TOKYO NOVEMBER 22. MANIFEST WILL INCLUDE MRS. KISSINGER, THE SECRETARY'S TWO CHILDREN AND APPROXIMATELY 30 STAFF MEMBERS.

2. SOME PASSENGERS ABOARD 86970 WILL MERELY TRANSIT TOKYO ON ROUTE TO JOIN PRESIDENTIAL PARTY IN SEOUL.

3. THE SECRETARY AND APPROXIMATELY FIFTEEN OTHERS, MOSTLY PRESS, WILL ARRIVE TOKYO NOVEMBER 24, RON, AND ENTIRE PARTY WILL DEPART ON 86970 NOVEMBER 25 FOR PEKING. BY SEPTTEL WE WILL PROVIDE NAMES FOR EACH OF THREE GROUPS DESCRIBED ABOVE.

4. REALIZING THAT EMBASSY RESOURCES ALREADY STRAINED BY PRESIDENTIAL VISIT, WHAT FOLLOWS ARE MINIMUM REQUIREMENTS  
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FOR STAFF ARRIVING NOVEMBER 22 TO WORK ON PREPARATIONS FOR

CHINA VISIT AND TO SUPPORT THE SECRETARY ON HIS RETURN TO  
TOKYO NOVEMBER 24.

5. OFFICE SPACE/SLEEPING ACCOMMODATIONS

A. IN ONE CONTIGUOUS AREA WILL BE NEEDED

1) A SUITE FOR THE SECRETARY AND MRS. KISSINGER WHICH SHE  
WILL OCCUPY ON ARRIVAL.

2) TWO SINGLE BEDROOMS FOR THE KISSINGER CHILDREN.

3) TWO SINGLE BEDROOMS FOR THE SECRETARY'S SPECIAL  
ASSISTANTS (BREMER AND ADAMS).

4) A DOUBLE ROOM SET UP AS AN OFFICE FOR THE SPECIAL  
ASSISTANTS.

5) A DOUBLE ROOM FOR THE SECURITY COMMAND POST. WILL BE  
SHARED BY USSS AND A/SY.

B. ON A SEPARATE FLOOR WE WILL NEED:

1) DOUBLE ROOM SET UP AS AN OFFICE FOR S/S.

2) DOUBLE ROOM SET UP AS AN OFFICE FOR SENIOR STAFF  
MEMBERS.

C. BEDROOMS FOR ALL STAFF EXCEPT SPECIAL ASSISTANTS  
SHOULD BE ON SEPARATE FLOOR FROM THE SECRETARY. NUMBER OF  
ROOMS REQUIRED WILL BE PROVIDED SEPTTEL.

6. EACH OFFICE SHOULD BE SET UP WITH FOUR DESKS, 3  
ELECTRIC TYPEWRITERS AND NORMAL OFFICE SUPPLIES AND  
FORMS. THE S/S OFFICE MUST HAVE A COPY MACHINE.

7. TELEPHONE REQUIREMENTS - STATE 241117 DESCRIBES  
TELEPHONE REQUIREMENTS FOR SECRETARY AND HIS STAFF.  
TELEPHONES SHOULD BE OPERATIONAL NOVEMBER 22. PLEASE  
CONFIRM.

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8. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS WILL BE NEEDED FOR THE  
FOLLOWING:

1) EACH MEMBER OF THE PARTY WITH RANK OF ASSISTANT  
SECRETARY. NAMES PROVIDED LATER.

2) ONE VEHICLE FOR SPECIAL ASSISTANTS.

3) ONE VEHICLE FOR WHCA COURIERS.

4) ONE VAN TO TRANSPORT CLASSIFIED MATERIAL TO AND FROM AIRCRAFT.

5) AN ENCLOSED TRUCK FOR BAGGAGE.

9. SECURITY

A. PROTECTIVE SECURITY REQUIREMENTS WILL BE PROVIDED BY ADVANCE AGENTS FROM THE USSS AND A/SY (A/SY IS RESPONSIBLE FOR PROTECTING MRS. KISSINGER).

B. TWENTY-FOUR HOUR MSG COVERAGE REQUIRED FOR BOTH THE SPECIAL ASSISTANTS' OFFICE AND THE S/S OFFICE.

10. COURIER/SECRETARIAL ASSISTANCE

A. COURIER SERVICE WILL BE REQUIRED TO LINK S/S AND THE EMBASSY'S C&R UNIT. VEHICLES SHOULD BE RESERVED FOR EXCLUSIVE USE BY COURIERS.

B. S/S WILL NEED TWO TOP SECRET CLEARED SECRETARIES ON CALL 24 HOURS A DAY FROM TIME OF ARRIVAL 11/22 UNTIL DEPARTURE 11/25. WE ANTICIPATE HEAVY TELEGRAPHIC TRAFFIC WHILE IN TOKYO.

11. FUNDING INSTRUCTIONS WILL BE PROVIDED SEPTEL.

12. THE ADMINISTRATIVE OFFICER ACCOMPANYING THE SECRETARY'S AIRCRAFT WILL BE KAREN JENKINS. SHE SHOULD BE MET LIMITED OFFICIAL USE

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AT PLANESIDE BY THE EMBASSY OFFICER RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS FOR THE SECRETARY'S PARTY.

13. MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE MATTERS SHOULD BE SLUGGED FOR S/S-EX. KISSINGER

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NNN

## Message Attributes

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